

DOE ARRA Amended Local Plan – Cover Page

Due Date **Monday, October 30, 2009**

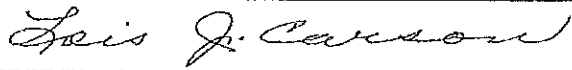
Email To **localplan@csd.ca.gov**

Contact for Questions

Agency Name	Community Action Partnership of Riverside County (CAP Riverside)
Contact Person	Maria Y. Juarez
Title	Deputy Director
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Participation Acceptance

Our agency is interested in participating in the DOE ARRA Program. We certify that we have the capacity to provide the required services within our service territory as outlined in the Local Plan.

Signature	
Name	Lois J. Carson, CCAP
Title	Executive Director
Phone Number	951-955-4900
Email	lcarson@capriverside.org
Date	October 13, 2009

CSD Approval

Approved by	
Approval Date	

DOE ARRA Amended Local Plan

Instructions

It is important to first read the DOE ARRA Local Plan Instructions provided as a separate document before completing this plan.

General Plan

Describe your current progress towards your local plan goals and ramp-up to increase capacity and outreach in anticipation of receiving the DOE ARRA Production contract.

- Increased the number of subcontractors from five (3) to ten (10).
- Increased the number of subcontractors' employees from twenty-four (24) to thirty-nine (39) (installers, outreach workers, HVAC and office workers.)
- Maintained an open Request for Qualifications (RFQ) resulting in five (5) stand-by subcontractors as of October 05, 2009; the RFQ was suspended for now (due to high response)
- Increased in-house support staff by eighteen (19).
- Obtained waiver from Human Resource on 6-month cap for temporary workers.
- Training costs shared with subcontractors - - retention agreements on file; 36 subcontractors' staff trained in weatherization.
- Implemented aggressive weatherization training schedule.
- Provided continuous one-to-one training and technical assistance to subcontractors.
- Provided customer service training for subcontractors to reduce stress and to maximize professionalism with increased workload.
- Increased training for in-house staff to reduce stress and maximize professionalism with increased workload.
- Cross-training in-house staff to ensure sufficient back-up for all responsibilities/tasks.
- 4 CAP Riverside staff attended Davis Bacon prevailing wage training and DOE ARRA training.
- 3 new Assessors/Inspectors completed training.
- In-house Assessors/Inspectors in process of completing on line-training.
- Purchased additional equipment (blower doors, cell phones, etc.) to support increased workload.
- Implemented "Block Weatherization" concept for outreach.
- Implemented improved weatherization billing process to increase efficiency and to minimize errors.
- Upgraded phone system and added additional lines to meet increased customer call volume.
- Implemented improved quality control assessments to ensure compliance of policies/procedures and pre-post inspections to ensure all feasible measures are installed (example – prior management approval required for any deviation from original assessment.)
- On-going – developing marketing strategies and outlets (print, television, radio, internet, community flyers/posters, new partnerships,

etc.) particularly in communities of targeted low-income and priority populations.

- Ordered/paid/received:
 - Supplies/brochures
 - Magnetic signs for vehicles – to advertise as an ARRA project
 - Copiers/faxes for use by partners in processing weatherization applications
 - Window sticker signs advertising home weatherized with ARRA Funds
 - Banners for special events.
- Promotion of ARRA funded projects in low-income communities via the CAP Riverside website.
- CAP Riverside Public Information Officer generating human interest stories.
- Media event planned for October (Weatherization Month).
- Proclamation by County Board of Supervisors to be issued- October 09
- 6 staff members trained on proper operation of CAP Riverside Mobile Unit for use in outreach activities.
- Poster developed advertising homes weatherized with DOE ARRA funding.
- Signs developed for use by subcontractor to place in yard of home being worked on to advertise weatherization work in progress due to ARRA funds.
- Purchased two (2) vehicles for use in program.
- Recruitment in process for additional Assessors/Inspectors (5).
- Training log developed.
- Program being promoted via all internal programs.
- In-house staff being trained specifically to increase tenants and landlords' knowledge of weatherization benefits.

Partnerships

- Expanded the pool of community and faith-based partners from current eighty (80) to ninety-eight (98) agencies to help with outreach, distribution, completion, and faxing of applications to CAP Riverside.
- Partnered with the local Department of Public Social Services, Independent Living Region to implement a weatherization training program for six (6) – twenty (20) youth who are about to term out of the Foster Care System. These youth will be placed under a Weatherization sub-contractor to learn marketable skills and workplace decorum with the goal of obtaining permanent employment with the subcontractor. CAP currently seeking trainee certification.
- Partnered with Public Health Department to target families (outreach) with small children.
- Partnered with the Housing Authority and various cities (City of Riverside, Desert Hot Springs, Corona, etc.) to promote referrals for weatherization – on-going.
- Partnered with Riverside County Office on Aging to target isolated elderly and disabled – on-going.

In reviewing the amount of your allocation, will you be able to build capacity enough to accept and spend the total amount for your entire service area?	YES
If not, what % of the allocation can you accept?	NA
For multi-county agencies, will you have the capacity to spend funds proportionate to each county's allocation and meet the 50% threshold in each county by the required deadline?	NA

Outreach to
Potential
Clients

Describe how you will increase your outreach efforts to reach the necessary number of low-income clients needed to meet your ARRA production goals. If you are a multi-county agency, describe how this will be accomplished in each county.

Staffing

- Maintain in-house support staff at current expanded level.
- Continue training and cross-training of staff to ensure full coverage of responsibilities/tasks.
- Develop matrix of responsibilities assignments for staff.

Partners

- Increase outreach partners from 80 to 120 community and faith-based organizations.
- Increase partners' after-hour clinics to allow access to services for migrant farm workers and other working customers.

Outreach

- Implement policy change making weatherization mandatory for households receiving utility assistance.
- Target outreach efforts to migrant and seasonal farm workers, disabled, elderly, and limited English-speaking persons in rural areas via use of the CAP Mobile Unit.
- Translate pamphlets and brochures into Spanish for non-English speaking customers.
- Increase outreach utilizing TTY telephone equipment for the hearing impaired.
- Increase promotion of program via CAP Riverside website (program information and to download applications).
- Increase outreach clinics/workshops from 230 to 300 workshops per calendar year.
- Increase marketing strategies and outlets (print, television, radio, internet, community flyers/posters, new partnerships, etc.) particularly in communities of targeted low-income and priority populations.
- Increase participation in community resource fairs and other community events.
- Continue targeting outreach to landlords/tenants re: weatherization benefits and cost savings.
- Implement "Block Weatherization" concept, allowing for more efficient outreach/scheduling of homes for weatherization.

Identify the main Action Steps required to achieve the goals above utilizing

specifics such as timelines, potential partners, marketing plans, etc...

Staffing

- Partner with County Human Relations Division and Temporary Assignment Program to recruit and hire candidates for the DOE ARRA program in the event that vacancies occur.
- Assign new hires to seasoned staff to provide cross-training.
- Develop matrix of staff responsibilities/assignments by 9/30/09.

Partners

- Recruit a minimum twenty-two (22) new community or faith-based partners county-wide by March 2010.
- Recruit twelve (12) partners (10% of total partners) by end of March 2010 to provide after-hours energy outreach clinics/services.

Outreach

- Provide overview of policy making weatherization mandatory at every energy clinic and during each customer intake.
- Utilize CAP Riverside's Mobile Unit to targeted rural communities and hard-to-reach populations.
- Hire and maintain Bilingual staff to provide bilingual services (translation of brochures, public contact, phone coverage, etc.)
- Hire and maintain elderly staff to promote weatherization to other elderly persons and landlords by 9/30/09. Partner with Office on Aging.
- Translate all energy program materials into Spanish (applications, brochures, etc.) by 9/30/09.
- Include TTY telephone number on all energy program materials, applications, website, etc.
- Include CAP Riverside website address on all energy program materials and applications.
- Schedule minimum of seventy (70) additional clinics/workshops per year.
- Distribute information at four (4) resource/health fairs or community events per month.
- Conduct twenty-five (25) workshops per month to help educate tenants and landlords on the benefits of weatherization.
- Target block of homes for outreach to promote "block weatherization" concept.

Detail progress made in this arena with respect to actual, tangible achievements. Be specific with regards to dates, details, and participants.

Staffing

- Obtained waiver from County Human Resources Division on six-month assignment cap for temporary staff 4/9/09.
- Office and satellite support staff increased by nineteen (19) – positions as of 9/30/09.
- Staff cross-trained to ensure coverage in all areas (on-going process).
- Staff responsibilities outlined on matrix – completed 9/30/09.

Partners

- Ninety-eight (98) outreach partners established year-to-date (outreach hours being established and coordinated).
- Partners being recruited to provide after hour services.

Outreach

- Weatherization policy implemented - - services are promoted as mandatory for households receiving utility assistance.
- Outreach partners have received training on program eligibility requirements and application process.
- Four (4) CAP Riverside staff have completed training on proper use/driving of CAP Mobile Unit on 9/30/09; two (2) to complete by 10/15/09
- CAP Mobile Unit outreach schedule being developed.
- Outreach efforts increased with increased staff – targeting additional senior centers, participation in more resource and health fairs, partnering with additional community based organizations servicing migrant/seasonal farm workers (Family Resource Centers, Thermal Senior Center, etc.)
- Bilingual staff hired as of 9/30/09.
- CAP Staff member provides “roving outreach” targeting various sites servicing seniors, disabled, migrant/seasonal farm workers and isolated populations in the rural desert areas of the county.
- Two (2) staff have been hired from the Office on Aging employment program (partnership) to focus their efforts on working with seniors/disabled individuals and their landlords. Proven to be very effective.
- Brochures/pamphlets translated (English/Spanish) – supply on order.
- TTY – promoted via all agency literature, web, mailings to School for the Deaf and organizations servicing hearing impaired, etc. TTY relocated to main clerical area to facilitate better coverage due to increase calls. Provided additional staff training on use of TTY.
- CAP Riverside website promoted on all program literature (brochures, business cards, newsletters, etc.). Customers calling in are advised of website.
- Outreach clinics are averaging thirty-six (36) per month.
- Educational workshops are averaging thirty-one (31) per month.
- Participation in resource/health fairs/community events has increased – averaging four (4) per month.
- Block Weatherization concept implemented.

Outreach to Elected Officials

Describe how you will increase your outreach efforts to educate, and possibly partner with, your local elected officials. If you are a multi-county agency, describe how this will be accomplished in each county.

- Monthly progress report will be generated and distributed to the Riverside County Board of Supervisors and other elected officials via the Economic Development Agency (EDA); responsible for centralizing

ARRA activities and data in the county.

- Participating in the Riverside County ARRA Task Force 2009 – participants include county officials.
- CAP Riverside will provide, at minimum, one public testimonial before the Riverside County Board of Supervisors.
- Riverside County Community Action Commissioners will make status presentations at their joint meetings with the Riverside County Board of Supervisors.
- CAP Riverside staff will provide status reports to State and local Policy Making committees, commissions and task forces on which they serve.
- The CAP Riverside Energy Task Force (a one-of-a-kind in the nation advocacy group composed of elected officials and low-income residents) will be provided regular status reports.
- The Energy Task Force publishes the quarterly "Energy Primer" (a compilation of energy-related news articles.) The "Primer" has become a model for other agencies and is used extensively by Assemblywoman Mary Bono who sits on the U.S. House of Representatives Energy Committee. ARRA progress will be reported in the "Energy Primer" and provided to local officials.

Identify the main Action Steps required to achieve the goals above utilizing specifics such as timelines, contact people, etc...

- Submit to EDA monthly reports generated by CAP Riverside's Planning Division, Program Manager, Fiscal Officer, and Public Information Office.
- Director/Deputy attend ARRA Task Force Meetings.
- Schedule annual public testimonial at County Board of Supervisors' meeting.
- Schedule joint Commission/Board of Supervisors' meeting scheduled for 10/19/09.
- CAP Riverside staff present status reports to various policy making bodies they are involved in.
- Schedule bi-monthly Energy Task Force meetings – present status reports.
- Schedule quarterly production of "Energy Primer"; includes ARRA information.

Detail progress made in this arena with respect to actual, tangible achievements. Be specific with regards to dates, details, and participants.

- Monthly success stories are being generated by Public Information Office to provide to elected officials and to maintain on file when needed.
- Copies of financial and activity reports for period covering 6/30/09-9/30/09, forwarded to Economic Development Agency (appointed by Board of Supervisors as point of contact for all ARRA funds).
- Director/Deputy attended two ARRA Task Force meetings (7/28/09 & 9/9/09).
- 2009 public testimony before the Board of Supervisors was conducted June 2009 by Executive Director.
- Joint Board of Supervisors/Commission meeting scheduled for October 19, 2009 - - ARRA status report to be presented.
- CAP Riverside staff serving on policy making committees, commissions and task forces will provide status reports/information at these meetings as standing agenda item.
- Next Energy Task Force meeting scheduled for October 14, 2009 - - ARRA status report to be presented.
- "Energy Primer" – published quarterly, will include articles on status of DOE ARRA. Latest issue published Summer 2009.

**Outreach to
Potential
Partners and
Community**

Describe how you will increase your outreach efforts to educate and inform the community at large and create an environment that fosters partnerships in your local community. If you are a multi-county agency, describe how this will be accomplished in each county.

- CAP Riverside will utilize traditional and non-traditional approaches to inform the public about the DOE ARRA Local Plan, activities and opportunities including: increasing marketing strategies and outlets (print, television, radio, internet, community flyers/posters, new partnerships, etc.) particularly in communities of targeted low-income and priority populations.
- Posting of yard and window signs advertising "This Home was Weatherized by Community Action Partnership of Riverside County" with ARRA required language.
- The DOE ARRA Local Plan is posted on the CAP Riverside Website - - Plan updates will be posted.
- Updates about ARRA funded programs will be published in CAP Riverside's newsletter and on its website, as well as submitted to other community newsletters, press releases, and public service announcements.
- Program pamphlets and brochures English/Spanish, will be sent to various community and faith-based organizations for use in outreach.
- Bilingual staff, volunteers and partners will be utilized to increase outreach efforts.
- Targeted mailing will be sent to agencies providing services to the hearing impaired promoting ARRA services and availability of TTY.
- Increase participation in community events and resource/health fairs to promote weatherization.
- The CAP Riverside website will be promoted in all outreach efforts as a

resource for more information and application downloads.

- A logo will be designed that include ARRA contractual wording to specifically identify ARRA funded projects, correspondence, activities, and partners.



*This project, program, or service is funded in whole or in part by the American Recovery and Reinvestment Act of 2009
in cooperation with the California Department of Community Services and Development and
Community Action Partnership of Riverside County.*

- Expand the pool of community and faith-based partners from current 80 to 120 agencies.
- Continue partnership with Riverside County Public Health Department to outreach to families with small children.
- Continue partnership with the Riverside County Housing Authority, colleges, and various municipalities to promote referrals for weatherization services.

Identify the main Action Steps required to achieve the goals above utilizing specifics such as timelines, contact people, etc...

- Purchase signs/window signs by 10/15/09.
- Maintain updated version of DOE ARRA Local Plan on the CAP Riverside website.
- Provide an update of the DOE ARRA in each quarterly issue of CAP Riverside's newsletter.
- Program brochures in English/Spanish to be sent to CBOs/FBOs by 12/31/09.
- Maintain bilingual staff for outreach – recruit additional bilingual partners.
- Provide program brochures by 10/31/09.
- Participate in four (4) community events or resource/health fairs each month.
- Design ARRA logo by 9/30/09.
- Recruit minimum 22 new community or faith-based partners county-wide by March 2010.
- Provide Public Health Dept. with program brochures for distribution to families – on-going.
- Provide Housing Authority, colleges, etc. with program information – on-going.

Detail progress made in this arena with respect to actual, tangible achievements. Be specific with regards to dates, details, and participants.

- Yard and window signs purchased – 9/09.
- DOE ARRA Local Plan posted on web site – 7/09.
- ARRA articles published – Valley News – 6/2/09; CAP Riverside

**Quality
Assurance**

Newsletter – Spring 2009; CAP Riverside Newsletter Fall 2009 - pending.

- Brochures to be mailed to CBOs/FBOs by 11/30/09.
- On-going recruitment for partners.
- Mailings to agencies servicing hearing impaired to be mailed by 10/31/09.
- Averaging 4-5 community events per month.
- Logo designed – 8/09, used on brochures, posters, etc.
- Recruitment of partners on-going (98 to date).
- Program brochures to be mailed to Public health by 11/15/09.
- Program brochures to be mailed to Housing Authority, colleges, etc. by 11/15/09.

For each question in this section, provide a comprehensive narrative on your current processes and what changes you will make to increase the oversight of program staff and subcontractors to ensure that:

Only eligible households are served and that priority will be given to vulnerable populations and those with high energy burden per DOE regulations.

Current Process:

- First priority for services is given to households that have the lowest income and pay a higher portion of their income for home energy (Energy Burden) and to households with members who have health and safety issues or have life-threatening situations. This is accomplished through targeted outreach efforts. Households where customers have received ECIP Fast Tract/ECIP WPO, ECIP HCS, or SWEATS to resolve emergency situations are given first consideration for weatherization services.
- Second priority is given to other vulnerable populations as defined by the State which include: elderly persons (60 years and older), disabled persons, and households with children 5 years and under. This is accomplished through targeted outreach efforts.
- CAP Riverside conducts outreach and eligibility certification for all weatherization applicants. Leads are generated from utility assistance program applicants who have met the program eligibility requirements.
- Re-weatherization Policy:
 - Compliance will be accomplished by insuring that homes that received weatherization services prior to 9/30/93 are certified eligible to receive additional services
 - Through the intake process will make every effort to determine, with the participant, prior receipt of measures in the home.
 - CAP to reference past logs to determine date and type of weatherization measures installed.
 - Activity of re-weatherized homes will be reported on a monthly basis.
- If previously weatherized home was performed under CSD or other federal or nonfederal program, the dwelling and occupant eligibility shall be recertified by CAP Riverside.
- CAP Riverside verifies all required documents prior to referring unit for work.
- CAP Riverside verifies all leads (work orders) to subcontractors,

insuring only eligible applicants/priority populations are being serviced.

Changes:

- Increase staff training and cross-training.
- Increase targeted outreach to rural areas and priority populations.
- Continue monitoring of weatherization data on type of household served i.e. priority population, energy burden, etc.
- Increase energy education to highlight the importance of weatherization especially among low-income customers.
- Conduct site visits to verify eligibility and priority compliance

Only feasible measures are installed, all measures billed to CSD were installed, and workmanship meets CSD standards.

Current Process:

To ensure only feasible measures are installed, CAP Riverside utilizes the following process:

- Provide subcontractors all leads and assessments for weatherization services.
- Ensure that all Mandatory Measures are installed before Optional Measures are provided.
- Conduct 100% inspections of all weatherized homes.
- Compare pre-assessments with post-inspections to ensure all feasible measures are installed and billing is accurate.
- Withhold payments to subcontractors on incomplete or incorrect work.
- Deviations from original assessments require prior approval from CAP Riverside Management.
- Subcontractors complete installation of required measures on dwellings assessed; referred by CAP Riverside on a first-in/first-out basis and in accordance with CSD and local standards.

Changes:

- Increase on-site inspections with subcontractors as work is being completed.
- Increase number of Assessors/Inspectors.
- Increase on-site training by inspectors to insure quality workmanship by subcontractors.
- Conduct random site visits/inspections by Program Manager.
- Conduct regular meetings with subcontractors to review problems/concerns - - maintain open lines of communication.
- Conduct random quality assurance checks of work completed/documents.

All records meet CSD standards, billing is accurate and truthful, and reports are submitted on time.

Current Process:

- Measures installed verified by post-inspections of units to ensure all required measures are installed according to WIS/contract standards and to ensure subcontractor billing is accurate.

- Inspectors sign off on measures installed.
- Billing clerk (Admin. Asst.) Reviews billing – compares cost of measure recorded to ensure accuracy. Discrepancies are returned to the subcontractor for correction.
- Program Manager review/approves work completed (checks maximum per unit, health and safety, etc.).
- Billing is reviewed by Director/Deputy and forwarded to Fiscal for payment.
- Deputy conducts random quality assurance checks of billings to determine accuracy.
- Fiscal reviews billing for accuracy prior to entering into Oasis Financial system.
- Fiscal Officer approves payments and reviews all reports for accuracy.
- CAP Riverside uses automated system to track reports/due dates.
- Internal due dates are established to ensure timely submission of all reports.

Changes:

- Make modifications to automated tool to better capture report requirements/due dates/submission dates.
- Management will conduct internal quality assurance reviews.
- Additional staff will review/process billings.
- Increase management oversight via reports, meetings, etc.

Describe in detail the applicable Action Items that will need to be addressed in order to achieve compliance in the above three areas. Specify how these action items will be achieved through the concepts of who is responsible, how and when the actions will occur, and why the action is important.

Eligible Households

- Targeted outreach by staff to priority populations (on-going.) Importance - - targeted outreach increases efforts on desired populations ensuring compliance with requirement – Most in Need.
- Increase staff training. In-house training conducted by Management (on-going.) Importance - - ensuring accuracy of applications/support document and information being provided to public.
- Monitoring of weatherization data conducted monthly by Management. Importance - - ensure compliance regarding eligible households.
- Quality Assurance Reviews conducted quarterly by Management. Importance - - ensure compliance of policies/procedures and contractual requirements.

Feasible Measures Installed/Billed

- Leads/assignments provided to subcontractors by Administrative Assistant based on subcontractors' performance. New leads provided as completed work is submitted for inspection. Importance - - ensure servicing of most in need and ensure work completed on "first in"- "first out" basis, ensuring all feasible measures are installed to standard and ensure billing accuracy.
- Additional Assessors/Inspectors being hired. Important – ensure

quality work/compliance to all standards.

- Monitor compliance of maximum per unit and health and safety max. – Important – ensure compliance.
- Quality Assurance reviews by Management – Important – ensure quality work and compliance with processes

Records Meet Standards/Billing Accurate

- Ensure billings reflect actual measures installed. Measures installed verified by inspectors. Billing accuracy (invoices/job orders) verified by Administrative Assistant. Approved by Program Manager, Deputy Director, and Fiscal Officer prior to payment via Oasis-PeopleSoft. Occurs daily. Importance - - ensures billing/payment/reporting accuracy.
- Submit reports by monthly due dates. Program Manager and Fiscal Officer ensure report deadlines are met and that reports are accurate. Importance - - ensures contract compliance and provides the necessary data to effectively monitor contract status.
- Quality assurance reviews conducted quarterly by Management to ensure policy/procedures/contract compliance. Importance - - ensures compliance and identifies potential problem areas/areas needing change.

- Increase job site inspections and training/technical assistance for subcontractors. Conducted monthly by inspectors and program manager. Importance - - ensures quality work and compliance with required standards.

**Workforce
Development**

Enter the total number of in-house employees currently working in CSD weatherization and HCS programs in the following positions. Count each employee only once. If only a portion of an employee's time is charged to the program, count that person as one.

Position	Total
Admin / Fiscal	04
Program Management	01
Program Support	07
Intake	05
Outreach	5
Other -	0

Enter the total number of subcontracted employees currently working in CSD weatherization and HCS programs in the following positions. Count each subcontracted employee only once. If only a portion of an employee's time is charged to the program, count that person as one.

Position	Total
Admin / Fiscal	09

Program Management	05
Program Support	03
Intake	07
Outreach	05
Other -	20
Describe your plans for building up your in-house workforce to meet the capacity needed to perform the ARRA program.	
<ul style="list-style-type: none"> • Increase in-house support staff by 19. • Increase office support from clerical staff (opening mail, data entry etc.) • Increase cross-training for all staff. • Create more defined job responsibilities for all staff. • Implement the Foster Youth weatherization program - 6-20 youth will create continuous workforce for the weatherization program. • Increase partnerships and volunteers. • Increase fiscal support by one (1) temporary staff. • Increase Assessors/Inspectors by 5. 	

Describe how you will develop partnerships with local workforce investment advocates in order to achieve the objectives outlined above.
<ul style="list-style-type: none"> • One-to-one meetings are conducted, as requested, with labor groups and employers to share information about ARRA funding opportunities. • The Riverside County Purchasing Department maintains an open Request for Qualifications (RFQs) to generate a list of pre-qualified vendors from which to select qualified sub-contractors. Prospective sub-contractors are notified of bid opportunities via the Purchasing Department website and the CAP Riverside website, mailings, emails, publication of public notices in local newspapers, and word-of-mouth. • Riverside County ARRA recipients are mandated to regularly report progress to the Riverside County Economic Development Agency (EDA). EDA has been designated by the County Board of Supervisors as the "ARRA Czar" to centralize ARRA activities and data in the county. • Progress reports will be generated and distributed to the Riverside County Workforce Investment Board (WIB). • Posters will be posted at various college and university campuses. • The chair of the Riverside County Community Action Commission is the Dean of Workforce Development for the Riverside Community College District, providing an invaluable linkage to information sharing between the two institutions. • The past chairman of the Riverside County WIB, serves as Chairman of the National Association of Workforce Boards (NAWB) and CAP Riverside has already facilitated a relationship between NAWB and the National Community Action Partnership. This has resulted in CAP National's inclusion in the Department of Labor's Pathways Out of Poverty grant. • Maintain partnership with WIB via Executive Director and Public Information Officer who sit on the WIB and are actively involved in their

strategic planning process.

Provide a timeline that corresponds to the above workforce development plan.

- Staff increased by 19 as of 9/09.
- Subcontractors increased by end of September 2009. Waiting list of subs developed – RFQ tentatively suspended (due to high response).
- Staff cross trained – on-going.
- Generate monthly progress reports for the EDA.
- Generate quarterly report for the Workforce Investment Board.
- Distribute posters on community college campuses by 12-31-09.
- Maintain staff involvement/partnership with WIB – on-going.

Describe your plans for building up your workforce by outsourcing to meet the capacity needed to perform the ARRA program.

- Increasing the number of subcontractors from 3 to 10.
- Maintain list of eligible subcontractors to ensure capacity necessary to perform the ARRA weatherization program. Currently 10 subcontractors – with 5 on waiting list.
- Schedule subcontractors immediately for training once selected.
- Conduct hands-on training with new subcontractors.
- Partner with the local Department of Public Social Services, Independent Living Region and Riverside City College to recruit six (6) to twenty (20) youth who are about to term out of the Foster Care System to participate in a weatherization training program.
- Subcontractors are coordinating specialized crews to handle separate duties such as (Appliances, HVAC, Doors/Windows, Weatherization, Assessors/Outreach), which would enhance efficiency.
- Explore establishing contracts with Heating/Cooling/Plumbing/ Handyman to serve as back-up for emergency situations.

Describe your action plan for outsourcing, including a description of the RFQ/bidding process, how interested parties will be informed of this opportunity, and provide a timeline for aligning subcontractors to provide timely delivery of services. Also describe your action plan for oversight of subcontractors.

- CAP Riverside is a public agency within the organizational structure of the County of Riverside; therefore, it must meet all federal and state regulations regarding contracting services and the purchase, inventory and disposing of goods and must work with the County Purchasing Department.
- The Purchasing Department maintains an open Request for Qualifications (RFQs) to generate a list of pre-qualified vendors from which to select, as needed, qualified sub-contractors.
- CAP Riverside will increase the number of weatherization subcontractors' employees from twenty-four (24) to forty-nine (49) (e.g., installers, outreach workers, HVAC and office workers.)
- CAP Riverside works with the Purchasing Department to meet purchasing requirements.

- The County requires an open competitive bid process which is:
 - Announced by publishing public notices in local newspapers; posting Requests for Proposals (RFPs) to the Purchasing Department's webpage; and, mailing open bid announcements to registered vendors, Riverside County Community Action Commissioners, CAP Riverside partners, community colleges, agency procurement lists, trade associations, and workforce development.
 - Selection committee reviews/rates all applications which meet the RFQ criteria.
 - Selection confirmed by Purchasing Dept.

Oversight of Subcontractors

- Subcontractors are provided leads (work orders) approx. 30-40) at any given time. Additional leads are not provided until work is completed and leads are returned and submitted for inspection/billing.
- The process enables the levels of production per subcontractor to be monitored and ensures "First In"/"First Out".
- Inspection failures monitored by Admin. Asst. and Program Manager – insuring corrections are completed in a timely manner. Additional leads are withheld until corrections have been made.
- Monthly performance reports per subcontractor are prepared by the Program Manager and Fiscal Officer - - reported to Management, Energy Task Force and CAP Riverside Commission.
- Daily review of invoices, inspections, etc. are conducted to ensure compliance and to maintain quarterly performance.
- Review of monthly expenditures/program reports by Management.
- Random on-site inspections by Program Manager.
- Conduct Quality Assurance Assessments to ensure compliance with policies/procedures/contract/WIS standards, by Management.
- 100% inspection of work performed to ensure billing accuracy and quality work.
- Increased monitoring of subcontractor billings, files, etc. by monitors

If you are not outsourcing any of your workforces, explain why.

NA

**Other
Subcontracting**

Describe your plans for procuring of material goods and services from third parties, how the agency plans to inform interested parties within the local community of subcontracting opportunities, and your action plan for oversight of subcontractors.

- CAP Riverside is a public agency within the organizational structure of the County of Riverside, therefore, it must meet all federal and state regulations regarding contracting services and the purchase, inventory and disposing of goods.
- CAP Riverside works with the Riverside County Purchasing Department to meet purchasing requirements.
- The County requires an open competitive bid process on all goods and services and will require this of it's subcontractors..

**Vehicle &
Equipment over
\$5,000 per Unit**

If you are planning on charging any portion of vehicle and equipment purchases to ARRA, enter the following information related to these purchases. This will require DOE approval.

Item	Quantity	Est. Cost
New Server and Installation	01	\$ 19,968.00
Truck	02	\$32,637.00

Barriers

Identify any barriers that you feel you may face in meeting the requirements of ARRA (subcontracting, workforce development, outreach & marketing, quality assurance and oversight, compliance with DOE requirements, fiscal requirements and reporting, performance).

- Maintaining a fully trained in-house workforce by utilizing temporary workers.

Describe what assistance you will need from CSD.

- Provide ongoing training and information to agencies in a timely manner.
- Continued open communication to resolve technical weatherization questions quickly.

**Attached
Document
Checklist**

Document	Attached?
Ramp Up Schedule	Yes
Field Staff Training Logs for Agency Staff & Subcontractors	Yes
Diagnostic Equipment Log	Yes
Disclosure of Findings	Yes
Disclosure of Legal Proceedings	Yes

Comments

Enter any comments you wish to make relative to the Local Plan and ARRA.

N/A

DOE ARRA PRIORITY PLAN NARRATIVE

Outreach

Describe in narrative format the selection process for dwellings to be weatherized and the outreach methods to be utilized to assure that eligible households are made aware of the services through DOE ARRA or any similar energy-related assistance program.

SELECTION PROCESS

- CAP Riverside will implement a policy change making weatherization mandatory for households receiving utility assistance.
- First priority for services is given to households that have the lowest income and pay a higher portion of their income for home energy (Energy Burden) and to households with members who have health and safety issues or have life-threatening situations.
- Households, where customers have received ECIP Fast Tract/ECIP WPO, ECIP HCS, or SWEATS to resolve emergency situations, are given first consideration for weatherization services.
- Through the intake process, every effort will be made to determine, with the participant, prior receipt of measures in the home; CAP Riverside staff will reference past logs to determine date and type of weatherization measures previously installed.
- If a previously weatherized home was performed under CSD or other federal or nonfederal program, the dwelling and occupant eligibility shall be recertified by CAP Riverside.
- CAP Riverside verifies all required documents prior to referring a unit for work.
- CAP Riverside verifies all leads (work orders) to subcontractors ensuring only eligible applicants/priority populations are serviced.
- New leads are provided to subcontractors as completed work is submitted for inspection; this process ensures a "first-in / first-out" service priority.
- Increasing the number of subcontracts from 3 to 10 enables more units to be weatherized county-wide.

OUTREACH METHODS

- CAP Riverside will use the Geographic Information Service (GIS) in selecting dwellings to be weatherized and target priority populations with the greatest need.
- Partner with the local Department of Public Social Services, and Public Health Department to target families with small children.
- Partner with the Housing Authority and various cities to promote referrals for weatherization.
- Partner with Riverside Office on Aging to target isolated elderly and disabled populations.
- Hire and maintain elderly staff to promote weatherization to other elderly persons and landlords.
- Implement "Block Weatherization concept, allows for more efficient identification and scheduling of homes for weatherization.
- Increase community and faith-based partners from the current (80) to ninety-eight (98) agencies to help distribute new applications; partners receive training on program eligibility requirements and assist customers with the application process.
- Increase partners' after-hour clinics to allow access to services for migrant farm workers and other working customers.
- Increase outreach efforts to focus on those customers not previously serviced by any weatherization program.
- Increase outreach staff size; able to target additional senior centers, participation in more resource and health fairs, partnering with additional community based

organizations servicing migrant/seasonal farm workers (Family Resource Centers, Thermal Senior Center, etc.).

- Outreach clinics increased from 230 to 300 workshops per year.
- Increase use of TTY telephone equipment for the hearing impaired.
- A pictorial poster board explains weatherization measures and their benefits to potential customers at community fairs and other events.
- Increase in workshops conducted countywide utilize a video presentation to identify the benefits of weatherization, how to conserve energy, etc.
- Four (4) CAP Riverside staff have completed training on use/driving of CAP Mobile Unit to increase its use in remote areas of the county.
- Add bilingual staff to assist with limited English speaking customers; handout informational brochures printed in both English and Spanish.
- On-going marketing strategies target low-income and priority populations and venues (print, television, radio, internet, community flyers/posters, new partnerships, etc.).
- Availability of ARRA funding is highlighted via the CAP Riverside website.
- Promotional outreach items are used: brochures to hand out; magnetic signs for vehicles – to advertise as an ARRA project; Window sticker signs advertise homes weatherized with ARRA Funds; Banners announce ARRA funds for special events.

Reweatherization

Describe in narrative format your selection process to ensure compliance with the DOE ARRA Reweatherization Policy when providing services to dwellings previously weatherized from September 30, 1994 and earlier.

- CAP Riverside ensures compliance with the DOE ARRA Reweatherization Policy by verifying that homes which received weatherization services from 9/30/93 and earlier are certified eligible to receive additional services.
- Through the intake process, CAP Riverside makes every effort to determine which customer had previously received weatherization measures in their home.
- During the assessment phase, measures will be identified that were previously installed and unapplied measures will be identified for installation.
- CAP Riverside utilizes a first-in-first-out process of selection for weatherization including reweatherization, taking into consideration, urgency, priority group and geographic location.

Client Education

Describe in narrative format a description of how your client education services will be provided to include needs assessments, budget education/counseling, energy conservation and weatherization measures education. Describe how your activities are designed to target households that have not been previously serviced under a LIHEAP or DOE Weatherization program.

CLIENT EDUCATION SERVICES

- Workshops to attract customers that have not been previously serviced under LIHEAP or DOE weatherization program, are conducted countywide; benefits are presented in detail via a video presentation, along with information on money management, budgeting, how to read your utility bill, benefits of weatherization, how to conserve energy, lead awareness, etc.

- CAP Riverside utilizes a pictorial poster board to help explain weatherization and the various measures and their benefits at community fairs and other events.
- Education on measures and benefits is presented at the time the initial assessment is conducted; the customer is provided with a list of measures to be installed and information on what the benefits will be.
- Upon completion of the work, the subcontractor reviews the work performed, benefits, and describes how to properly utilize and care for the measures installed.
- At the time of final inspection, Inspectors review the measures/benefits with the customer.
- Customers are provided with written energy conservation information with helpful tips to conserve, lead awareness in older houses, description of benefits of weatherizing measures installed, description of what each measure does to conserve energy, and proper use of each measure.

TARGET HOUSEHOLDS NOT PREVIOUSLY SERVICED

- Weatherization program is available on the CAP Riverside website; customers can obtain helpful energy tips and download applications.
- Increase outreach clinics/workshops from 230 to 300 workshops per calendar year throughout the county.
- Increase partners' after-hours clinics to allow access to services for migrant farm workers and other working customers unable to attend a regular outreach clinic.
- Partner with Public Health Department to target families with small children.
- Increase partner agencies to capture a more diverse segment of the low-income population.

Training and Technical Assistance

Describe in narrative format a description of how you will provide Training and Technical Assistance to your administrative and program staff.

- All new weatherization inspectors/subcontractors must complete the required training as specified in the contract.
- Subcontractors receive hands-on-training and technical assistance from CAP Riverside inspectors throughout the year.
- Inspectors schedule full day/week "ride-alongs" with subcontractors and provide field training on conducting proper assessments and proper installation of measures.
- Inspectors and subcontractors receive hands-on-training and technical assistance during monitoring phases of the contract by State Inspectors.
- Periodic trainings are scheduled and held, classroom style, to address specific areas - outreach, assessment, blower door training, etc.
- Administrative staff participates in various parts of the training opportunities provided to subcontractors and inspectors.
- Administrative staff attends various meetings with the state and utility companies which focus on training/technical assistance as it pertains to weatherization measures/standards and contracts.
- Provide customer service training for subcontractors to reduce stress and to maximize professionalism with increased workload.
- Increase training for in-house staff to reduce stress and maximize professionalism with increased workload.
- 4 CAP Riverside staff attended Davis Bacon prevailing wage training and DOE ARRA training.
- Cross-training provided for all staff.

- Staff and subcontractors participate in webinars – such as, David Bacon Act Training Webinar-Certified Payrolls organized by the U.S Department of Labor.
 - In-house staff being trained specifically to increase tenants and landlords' knowledge of weatherization benefits.
-

Leveraging

Describe in narrative format how you will leverage DOE ARRA funds with other available program funds and how much leveraging you plan on coordinating.

- CAP Riverside may leverage DOE ARRA funds to perform services and install energy conservation measures as per Agreement and in accordance with requirements of another CSD and non-CSD funding source concurrently in the same dwelling as feasible and in the best interest of the client.
 - Measures will be billed and tracked separately ensuring that hours worked comply with prevailing wages requirements.
 - CAP Riverside will not claim duplicate reimbursement for the same costs charged to a CSD program with any other public or privately funded program.
-

State of California
Department of Community Services and Development
50% of FY 2009 ARRA Stimulus DOE Allocation Using Pure 3FF
Maximum Allowable Line Item Amounts

County/Service Area	Contract Number	Total Allocation	Allowable Admin 5%	Allowable T&TA 6%	Allowable H&S 25%	Allowable Outreach 5%	Allowable Intake 2%	Allowable Client Ed 6%
Alameda Co.								
1 Area A - City of Berkeley	09C-1801	377,147	18,857	22,898	83,848	18,857	7,543	18,857
2 Area B - Spectrum Community Services, Inc.*	09C-1802	1,941,812	97,091	117,896	431,706	97,091	38,836	97,091
3 Amador/Tuolumne Service Area - Amador-Tuolumne CAA								
Amador		125,019	6,251	7,590	27,795	6,251	2,500	6,251
Calaveras		216,625	10,831	13,152	48,161	10,831	4,333	10,831
Tuolumne		220,183	11,009	13,368	48,952	11,009	4,404	11,009
Service Area Total	09C-1803	561,827	28,091	34,110	124,908	28,091	11,237	28,091
4 Butte Co. - CAA of Butte County, Inc.	09C-1804	985,949	49,297	59,861	219,198	49,297	19,719	49,297
5 Colusa Service Area - Glenn Co. Human Resource Agency								
Colusa		90,347	4,517	5,485	20,086	4,517	1,807	4,517
Glenn		125,723	6,286	7,633	27,951	6,286	2,514	6,286
Trinity		88,131	4,407	5,351	19,593	4,407	1,763	4,407
Service Area Total	09C-1805	304,201	15,210	18,469	67,630	15,210	6,084	15,210
6 Contra Costa Co. - Contra Costa Employment & Human Services	09C-1806	1,682,564	84,128	102,156	374,070	84,128	33,651	84,128
7 Del Norte Co. - Del Norte Senior Center	09C-1807	179,101	8,955	10,874	39,818	8,955	3,582	8,955
8 El Dorado Service Area - El Dorado Co. Dept. of Human Services								
Alpine		19,527	976	1,166	4,341	976	391	976
El Dorado		736,685	36,834	44,727	163,781	36,834	14,734	36,834
Service Area Total	09C-1808	756,212	37,810	45,913	168,122	37,810	15,125	37,810
9 Fresno Co. - Fresno Co. EOC	09C-1809	4,091,673	204,584	248,424	909,666	204,584	81,833	204,584
10 Humboldt Co. - Redwood CAA	09C-1810	784,680	39,234	47,641	174,451	39,234	15,694	39,234
11 Imperial Service Area - Campesinos Unidos, Inc.								
Imperial		370,564	18,528	22,499	82,384	18,528	7,411	18,528
San Diego - Area A		2,304,365	115,218	139,908	512,310	115,218	46,087	115,218
Service Area Total	09C-1811	2,674,929	133,746	162,407	594,694	133,746	53,498	133,746
12 Inyo Service Area - IMACA, Inc.								
Inyo		178,700	8,935	10,850	39,729	8,935	3,574	8,935
Mono		159,497	7,975	9,684	35,460	7,975	3,190	7,975
Service Area Total	09C-1812	338,197	16,910	20,534	75,189	16,910	6,764	16,910
13 Kern Co. - CAP of Kern	09C-1813	2,740,633	137,032	166,396	609,301	137,032	54,813	137,032
14 Kings Co. - Kings Community Action Organization, Inc.	09C-1814	494,379	24,719	30,016	109,911	24,719	9,888	24,719
15 Lake Service Area - North Coast Energy Services								
Lake		573,390	28,670	34,813	127,477	28,670	11,468	28,670
Marin		333,733	16,687	20,262	74,196	16,687	6,675	16,687
Mendocino		612,400	30,620	37,182	136,150	30,620	12,248	30,620
Napa		229,807	11,490	13,953	51,091	11,490	4,596	11,490
Solano		657,013	32,851	39,890	146,068	32,851	13,140	32,851
Sonoma		794,898	39,745	48,262	176,723	39,745	15,898	39,745
Yolo		632,069	31,603	38,376	140,523	31,603	12,641	31,603
Service Area Total	09C-1815	3,833,310	191,666	232,738	852,228	191,666	76,666	191,666
16 Lassen Co. - Lassen Economic Development Corporation	09C-1816	244,686	12,234	14,856	54,399	12,234	4,894	12,234
Los Angeles Co.								
17 Area A - Decision Pending	09C-1817	4,649,215	232,461	282,275	1,033,620	232,461	92,984	232,461
18 Area B - Maravilla*	09C-1818	5,156,396	257,820	313,067	1,146,377	257,820	103,128	257,820
19 Area C - PACE	09C-1819	3,512,859	175,643	213,282	780,984	175,643	70,257	175,643
20 Area D - Decision Pending		5,720,273	286,014	347,304	1,271,739	286,014	114,405	286,014
21 Mariposa Co. - Mariposa Co. Dept. of Human Services	09C-1823	145,303	7,265	8,822	32,304	7,265	2,906	7,265
22 Merced Service Area - Merced Co. CAA								
Madera		662,392	33,120	40,217	147,264	33,120	13,248	33,120
Merced		942,804	47,140	57,242	209,606	47,140	18,856	47,140
Service Area Total	09C-1824	1,605,196	80,260	97,459	356,870	80,260	32,104	80,260
23 Modoc Co. - Redwood CAA	09C-1825	105,041	5,252	6,378	23,353	5,252	2,101	5,252
24 Nevada Co. - Nevada Co. Dept. of Housing & Community Services	09C-1826	485,805	24,290	29,495	108,005	24,290	9,716	24,290
25 Orange Co. - CAP of Orange Co.	09C-1827	2,997,522	149,876	181,993	666,413	149,876	59,950	149,876
26 Placer Co. - Project Go, Inc.	09C-1828	498,516	24,926	30,267	110,831	24,926	9,970	24,926
27 Plumas Service Area - Plumas Co. CDC								
Plumas		169,434	8,472	10,287	37,669	8,472	3,389	8,472
Sierra		25,069	1,253	1,522	5,674	1,253	501	1,253
Service Area Total	09C-1829	184,503	9,725	11,809	43,243	9,725	3,890	9,725

State of California
Department of Community Services and Development
50% of FY 2009 ARRA Stimulus DOE Allocation Using Pure 3FF
Maximum Allowable Line Item Amounts

County/Service Area	Contract Number	Total Allocation	Allowable Admin 5%	Allowable T&TA 6%	Allowable H&S 25%	Allowable Outreach 1%	Allowable Intake 2%	Allowable Client Ed 5%
28 Riverside Co. - CAP of Riverside Co.	09C-1830	3,803,748	190,187	230,943	845,655	190,187	76,075	190,187
29 Sacramento Service Area - CRP, Inc.								
Sacramento		3,263,118	163,156	198,119	725,461	163,156	65,262	163,156
Sutter		318,268	15,913	19,323	70,758	15,913	6,365	15,913
Yuba		327,082	16,354	19,859	72,717	16,354	6,542	16,354
Service Area Total	09C-1831	3,908,468	195,423	237,301	868,936	195,423	78,169	195,423
30 San Bernardino Co. - CAP of San Bernardino Co.	09C-1832	4,473,529	223,676	271,608	994,561	223,676	89,471	223,676
31 San Diego Co. - Area B - MAAC	09C-1833	1,241,197	62,060	75,359	275,945	62,060	24,824	62,060
32 San Francisco Co. - EOC of San Francisco*	09C-1834	1,290,576	64,529	78,357	286,923	64,529	25,812	64,529
33 San Joaquin Co. - Dept. of Aging, Children's & Community Services	09C-1835	2,098,804	104,930	127,416	466,565	104,930	41,972	104,930
34 San Luis Obispo - EOC of San Luis Obispo Co.	09C-1836	563,173	28,159	34,193	125,205	28,159	11,263	28,159
35 San Mateo - CAA of San Mateo Co., Inc.*	09C-1837	898,120	44,906	54,529	199,671	44,906	17,962	44,906
36 Santa Barbara Co. - CAC of Santa Barbara Co.	09C-1838	876,362	43,818	53,208	194,834	43,818	17,527	43,818
Santa Clara County								
37 Northern Area - Decision Pending		1,978,242	98,912	120,108	439,806	98,912	39,565	98,912
38 Southern Area - Decision Pending		123,142	6,157	7,477	27,377	6,157	2,463	6,157
39 Santa Cruz Service Area - Central Coast Energy Services								
Monterey		1,062,636	53,132	64,517	236,247	53,132	21,253	53,132
San Benito		112,951	5,648	6,858	25,111	5,648	2,259	5,648
Santa Cruz		673,410	33,671	40,866	149,713	33,671	13,468	33,671
Service Area Total	09C-1841	1,848,997	92,451	112,261	411,071	92,451	36,980	92,451
40 Shasta/Tehama Service Area - SHHIP, Inc.								
Shasta		935,346	46,767	56,789	207,948	46,767	18,707	46,767
Tehama		386,360	19,318	23,458	85,896	19,318	7,727	19,318
Service Area Total	09C-1842	1,321,706	66,085	80,247	293,844	66,085	26,434	66,085
41 Siskiyou Co. - Great Northern Corporation	09C-1843	637,875	31,894	38,728	141,813	31,894	12,758	31,894
42 Stanislaus Co. - CVOC, Inc.	09C-1844	1,385,543	69,277	84,123	308,036	69,277	27,711	69,277
43 Tulare Co. - CSET, Inc.	09C-1845	2,047,686	102,384	124,324	455,245	102,384	40,954	102,384
44 Ventura Co. - Community Action of Ventura Co., Inc.	09C-1846	996,103	49,805	60,478	221,455	49,805	19,922	49,805
TOTALS		76,555,000	3,827,749	4,648,000	17,019,820	3,827,749	1,531,100	3,827,749

* Contract on hold pending outcome of enforcement action
Decision Pending = CSD seeking new contractor for service area

**Must be 50% spent
out by 9/30/10**

RAMP UP SCHEDULE -REVISED 10/14/09

Agency: CAP Riverside

Total Expenditures by County		Total	7/1 - 9/30	10/1 - 12/31	1/1 - 3/31	4/1 - 6/30	7/1 - 9/30
Allocation -Admin-T&TA =		100%	0%	5%	14%	16%	15%
At \$3,154 per unit cost		0%					
		0%					
		0%					
		0%					
		0%					
		0%					
Total		100%	0%	5%	14%	16%	15%
Unit Production by County		Total	7/1 - 9/30	10/1 - 12/31	1/1 - 3/31	4/1 - 6/30	7/1 - 9/30
		2146	0	100	305	346	322
		0					
		0					
		0					
		0					
		0					
		0					
		0					
Total		2146	0	100	305	346	322
Job Creation - Agency		Total	7/1 - 9/30	10/1 - 12/31	1/1 - 3/31	4/1 - 6/30	7/1 - 9/30
Admin / Fiscal		1	1				
Program Management		0					
Program Support		3	3				
Intake		5	5				
Outreach		6	6				
Field Supervision		0					
Assessors / Inspectors		8	3	5			
Crew Leaders		0					
Crew Members		0					

RAMP UP SCHEDULE -REVISED 10/14/09

Agency: CAP Riverside

		2009			2010			2011		
Total Expenditures by County		7/1 - 9/30	10/1 - 12/31	1/1 - 3/31	4/1 - 6/30	7/1 - 9/30	10/1 - 12/31	1/1 - 3/31	4/1 - 6/30	7/1 - 9/30
Other -	Total	0								
Total		23	18	5	0	0	0	0	0	0
Job Creation - Subcontractors	Total		7/1 - 9/30	10/1 - 12/31	1/1 - 3/31	4/1 - 6/30	7/1 - 9/30	10/1 - 12/31	1/1 - 3/31	4/1 - 6/30
Basic Weatherization		8	1	1	4	2				
Specialty		2	2							
Other -		0								
Other -		0								
Total		10	3	1	4	2	0	0	0	0
Vehicle & Equipment Purchases	Total		7/1 - 9/30	10/1 - 12/31	1/1 - 3/31	4/1 - 6/30	7/1 - 9/30	10/1 - 12/31	1/1 - 3/31	4/1 - 6/30
Vehicles		2		2						
Equipment - New Server		1		1						
Equipment -		0								
Equipment -		0								
Equipment -		0								
Total		3	0	3	0	0	0	0	0	0

Instructions

Expenditures by County -

- Enter the name of each county in your service territory on separate lines.
- For each county, enter the percentage of funds you plan to expend by the end of each quarter.

Unit Production By County -

- Enter the name of each county in your service territory on separate lines.
- For each county, enter the number of units you plan to complete by the end of each quarter.

Job Creations - Agency -

- Enter the number of employees by category that you estimate will be hired each quarter.
- Categories - If a new hire fits into more than one category, count the person only once. Place them in the category that requires the most training per the proposed training coursework in the instructions.

Job Creations - Subcontractors

- Enter the estimated number of jobs that will be created by contracting with subcontractors for both basic wx and specialty work.
- To help determine the number of jobs, base your estimate as if you were doing a direct hire rather than subcontracting.

Vehicle & Equipment Purchases over \$5,000 per Unit

- Enter the quantity of vehicles and equipment in the quarter you are planning to make the purchases even if only a portion of the purchase will be charged to ARRA.

RAMP UP SCHEDULE -REVISED 10/14/09

Agency: CAP Riverside

Total Expenditures by County

	2009			2010			2011		
	7/1 - 9/30	10/1 - 12/31	1/1 - 3/31	4/1 - 6/30	7/1 - 9/30	10/1 - 12/31	1/1 - 3/31	4/1 - 6/30	7/1 - 9/30
Total									

Note: Although this sheet is protected, there is no password. To remove the protection, go to Tools, choose Protection and lastly choose Unprotect Sheet.

FIELD STAFF TRAINING LOG - REVISED 10/14/09

Agency Name: CAP Riverside

Subcontractor Name: NA

Employee Name	Hire Date	Training Date	Basic Wx	CAS	Blower Door	Duct Blaster	Environ Hazard	Lead-Safe Wx	HUD Lead-Safe Wx	Performs Unit Assessment?
Field Supervision										
Godwin Aimua-Mgr.		Training Date	Aug '08							
		Provider	SCG-LA							
		Training Date								
		Provider								
Assessors / Inspectors										
Sally Godsey X	Mar '01	Training Date	Feb '00	Feb '00	Feb '00	Feb '00		03/25/08	03/25/08	Yes
		Provider	SCG-LA	STC	STC	STC		On-Site	On-Site	
Paul Straub X	June '07	Training Date	Aug '07	Aug '07	Aug '07	Aug '07		03/25/08	03/25/08	Yes
		Provider	STC	STC	STC	STC		On-Site	On-Site	
Andy Martinez X	Sept '06	Training Date	Nov '06	Nov '06	Nov '06	Nov '06		03/25/08	03/25/08	Yes
		Provider	STC	STC	STC	STC		On-Site	On-Site	
Mike Bradley X	6/8/2009	Training Date	July '09	July '09	July '09	July '09				
		Provider	SB	SB	SB	SB				
Fred Lopez X	7/9/2009	Training Date	Aug '09	July '09	July '09	July '09				
		Provider	SB	SB	SB	SB				
Cesar Olazaba X	7/30/2009	Training Date	Aug '09	Scheduled, Nov. 09	Aug '09	Aug '09				
		Provider	SB	SB	SB	SB				
Crew Leaders (Journeyman)										
		Training Date								
		Provider								
		Training Date								
		Provider								
		Training Date								
		Provider								

Employee Name	Hire Date	Basic Wx	CAS	Blower Door	Duct Blaster	Environ Hazard	Lead-Safe Wx	HUD Lead-Safe Wx	Performs Unit Assessments?
	Provider								
	Training Date								
	Provider								
	Training Date								
	Provider								
Crew Members (Apprentices)									
	Training Date								
	Provider								
	Training Date								
	Provider								
	Training Date								
	Provider								
	Training Date								
	Provider								
	Training Date								
	Provider								
	Training Date								
	Provider								

Instructions

Complete this form for your agency and include all current weatherization and HCS employees who work on CSD programs. Complete a separate form for each subcontractor who currently performs basic weatherization services for your agency. Do not complete a form for subcontractors who are CSD service providers.

Categorize employees by their primary job function.

Provider key -

- Please use one of the following choices when entering a provider.

Use	For
STC	PG&E Energy Training Center in Stockton
SB	San Bernardino Energy Training Center
In-house	Provided at the agency by another agency employee
Onsite	Onsite training provided by RHA

Employee Name	Hire Date		Basic Wx	CAS	Blower Door	Duct Blaster	Environ Hazard	Lead-Safe Wx	HUD Lead-Safe Wx	Performs Unit Assessments?
Other	Any other type of provider not listed									

Performs Unit Assessments? -

- Place an X by any employee who performs assessments you consider to be the primary assessment of the dwelling.

Note: Add more lines when necessary. The form is protected without a password. To remove the protection, go to Tools, choose Protection and lastly choose Unprotect Sheet.

DIAGNOSTIC EQUIPMENT LOG - REVISED 10/14/09

Agency: Community Action Partnership of Riverside County

Subcontractor: NA

[illegible]

[illegible]

How many additional Attic Insulation Machines you will be purchasing for ARRA?

2

Instructions

Complete this form for your agency including all equipment you have whether or not you are currently using it in the field.

Complete a separate form for each subcontractor who performs basic weatherization services for your agency. This does not include subcontractors who are CSD service providers.

Acquisition Dates -

- If you do not have the acquisition date, please provide an approximate year that you purchased the equipment.

CO Analyzers -

- Last Calibration by Whom? - If the equipment was calibrated by an employee in-house using a kit, enter "In-House". If it was sent out to the manufacturer for calibration, enter "Manuf".

- Date Last Sent to Manufacturer - Enter the date that the equipment was last sent to the manufacturer for calibration, repair or any other reason. If you have not sent the equipment to the manufacturer since you acquired it, enter "N/A".

Blower Doors & Duct Blasters -

- Date Gauge Last Sent to Manufacturer? - Enter the date that the gauge was last sent to the manufacturer for any reason. If you have not sent the equipment to the manufacturer since you acquired it, enter "N/A".

Future Purchases -

- Be certain to answer this question after each type of equipment. This will help CSD in negotiating some bulk purchase rates.

Note: Add more lines when necessary. The form is protected without a password. To remove the protection, go to Tools, choose Protection and lastly choose Unprotect Sheet.

Energy

Program / Contract	Funder	Address	Contact	Phone	Email	Status	Findings / Recommendations
Utility Assistance Universal Lifeline Telephone Service	Imperial Irrigation District Richard Heath and Associates, Inc.	333 E. Barton Blvd. Imperial, CA 92251 590 W. Locust Avenue, Suite 103 Fresno, CA 93850	Phil Falkenstein	760-339-9743	pfalkenstein@iid.com	On-going	None
Utility Assistance	City of Riverside Public Utilities	3901 Orange Street Riverside, CA 92502	Susan Bogue	951-447-7000	sbogue@rha-inc.com	On-going	None
Flex Your Power	Runyon Saltzman & Elmhorn, Inc.	One Capital Mall, Suite 400 Sacramento, CA 95814	Lyn Scott Suzanne Henderson	951-826-5844 916-446-9900	lscott@riversideca.gov shenderson@rs-e.com	On-going Closed	None None
CARE Program	Southern California Edison	2244 Walnut Grove Avenue GO-1, 2nd Fl, 2A Rosemead, CA 91770	Shella Lee	626-302-4631	Shella.Lee@scs.com	On-going	None
Weatherization	Southern California Gas Company	555 W. 5th Street, G112F1 Los Angeles, CA 90013	Della Moroz	213-244-3281	Unknown	On-going	None
Energy Education	ACCES	941 Palms Blvd. Venice, CA 90291	Afreen Novotney	Unknown	akawnov@yahoo.com	Closed	None

Dispute Resolution

Program / Contract	Funder	Address	Contact	Phone	Email	Status	Findings / Recommendations
Dispute Resolution	Superior Court of California, County of Riverside	4050 Main Street, First Floor Riverside, CA 92501	Inga McElveya	951-955-1407	Unknown	On-going	None
Childcare Hearings/CalWorks Hearings	County of Riverside Department of Public Social Services	4060 County Circle Drive Riverside, CA 92503	Tammy Childress	951-358-4010	tmcchildr@riversidedps.org	On-going	None
Peer Mediation	Moreno Valley Unified School District	25634 Alessandro Blvd. Moreno Valley, CA 92553	Patti Rucker	951-571-7500	Unknown	Closed	None

Earned Income Tax Credit

Program / Contract	Funder	Address	Contact	Phone	Email	Status	Findings / Recommendations
Earned Income Tax Credit	Internal Revenue Service	401 West Peachtree Street NW Atlanta, GA 30308	Julietta Garcia	404-338-7894	grant.program.office@irs.gov	On-going	None
Earned Income Tax Credit	United Way	6215 Rivercrest Drive Suite B Riverside, CA 92507	Karl Hollis	951-697-4711	khollis@unwiv.org	On-going	None
Earned Income Tax Credit	Department of Health and Human Services Administration for Children and Families	370 L'Enfant Promenade, S.W., 6th Floor East Washington, D.C. 20447	James Gray	202-401-4680	Unknown	Closed	None
Earned Income Tax Credit	City of Riverside	3900 Main Street, 5th Floor Riverside, CA 92522	Eva Yakutis-McNiel	951-826-5879	Unknown	Closed	None
Earned Income Tax Credit	County of Riverside Department of Public Social Services	4060 County Circle Dr. Riverside, CA 92503	Cynthia Hincley	951-358-3000	Unknown	Closed	None

Individual Development Account

Program / Contract	Funder	Address	Contact	Phone	Email	Status	Findings / Recommendations
Individual Development Account	Department of Health and Human Services Administration for Children and Families	370 L'Enfant Promenade, S.W., 6th Floor East Washington, D.C. 20447	James Gatz	202-401-5284	gatz@acf.hhs.gov	On-going	None
Individual Development Account	County of Riverside, Economic Development Agency	1325 Spruce St., Suite 400 Riverside, CA 92507	Sterion Sims	951-955-3141	ssims@RIVCOEDA.ORG	On-going	None
Individual Development Account	City of Riverside	3900 Main Street Riverside, CA 92502				Closed	None

Other

Program / Contract	Funder	Address	Contact	Phone	Email	Status	Findings / Recommendations
Community Food and Nutrition Program - South East Asian Farm Project/Walk Your Socks Off	California Nevada Community Action Partnership Statewide Association	225 30th Street, Suite 200 Sacramento, CA 95816	Lisa Tadlock	916-443-1721	ltadlock@cal-neva.org	Closed	None
Summer Crisis Cool Center	Regional Access Project Foundation	42-600 Cook Street #201 A Palm Desert, CA 92211	Judith Cox	760-674-9992	jcox@regionalaccessproject.org	Closed	None
Racial Equity and Economic Security Project	National Community Action Partnership	1140 Connecticut Ave NW Suite 1210 Washington, D.C. 20036	April Weisman	202-265-7545	info@communityactionpartnership.com	On-going	None

DOE American Recovery and Reinvestment Act (ARRA)

Amended Local Plan (8/26/09)

Attachment: Disclosure of Legal Proceedings

- Each agency shall provide a list of all legal proceedings that the agency is currently involved in.
 - None
- This list shall be an attachment to the Local Plan and may be in any electronic format.

Complete SubRecipient and Vendors tabs				Description	Example	Comments	Field Type and Max Length
FBO/CFDA Number				Catalog of Federal Domestic Assistance number for the subaward.	690039	This field applies to Grants and Loans Only. The CFDA number should be the same as the one found in the CFDA.gov for Recovery Act 2009.	String - max length 6
Federal Program Title				The federal program title that is associated with the CFDA number listed above.	Rural Water and Wastewater		String - max length 250
Award Number				The identifying number assigned by the awarding Federal Agency, such as the federal grant number, federal contract number, or federal loan number.	123456789	The award number is case, space and special character sensitive. It is important that it is keyed in the same as it appears in the federal award document.	String - max length 50
Subrecipient Legal Name				The legal name of the subrecipient, consistent with CCR or a BB.	Wilson State High School		String - max 120
Subrecipient DUNS No.				The subrecipient organization's digitized Universal Numbering System (DUNS) number.	123456789	DUNS numbers that begin with a zero should be entered with an apostrophe before the number. 012345678	String - max length 9
Sub award Number				Sub award number or other identifying number assigned by the Recipient Entity.	Sub award number provided by the Recipient	Recipient is GA State Department	String - max 55
Subrecipient Address				The Doing Business As (DBA) name of subrecipient as it is found in the CCR or BB.	Northway Health Clinics		String - max 120
Subrecipient Address 1				Sub's physical location as listed in the CCR or BB.	123 Main St		String - max length 55
Subrecipient Address 2				Sub's physical location as listed in the CCR or BB.	1200 Wilson St		String - max length 55
Subrecipient City				Sub's physical location as listed in the CCR or BB.	St. Paul		String - max length 35
Subrecipient State				Sub's physical location as listed in the CCR or BB.	GA		String - max length 2
Subrecipient Zip code + 4				Sub's physical location as listed in the CCR or BB.	30539		String - max length 9
Subrecipient Country				Sub's physical location as listed in the CCR or BB.	US		String - max length 2
Subrecipient Congressional District				Sub's physical location as listed in the CCR or BB.	11		String - max length 2
Subrecipient Type				Type of Business: Sub is a US Government Entity (Local)	US Government Entity (Local)	selected from list	String - max length 2
Amount of Subaward				Cumulative Amount of Subaward as of report date.	2000000		String - max length 300
Total Amount of Sub awards Disbursed				For Grants and Loans only: Amount of sub award disbursed. The cumulative amount of cash disbursed to the sub-awardee as of the reporting period end date.	2000000		Currency (dollar value) max length 18 characters with 2 characters after the decimal
Subaward Date				The date the subaward was signed. Use MM/DD/YY as format.	12/12/09	The date is found on the sub-award document.	Date (MM/DD/YY) max length 8
Project Address Location				Additional project location address as it will be entered using the Additional Paper Address as follows:			String - max length 55
a. Subrecipient Primary Place of Performance - Street Address 1				geographical area where the majority of the project work is performed	123 Main St		String - max length 55
b. Subrecipient Primary Place of Performance - Street Address 2				geographical area where the majority of the project work is performed	123 Main St		String - max length 55
c. Subrecipient Primary Place of Performance - City				geographical area where the majority of the project work is performed	St. Paul		String - max length 95
d. Subrecipient Primary Place of Performance - State				geographical area where the majority of the project work is performed	GA		String - max length 2
e. Subrecipient Primary Place of Performance - County				geographical area where the majority of the project work is performed	US		String - max length 2
f. Subrecipient Primary Place of Performance - Zip + 4				geographical area where the majority of the project work is performed	220334902		String - max length 9

California ARRA and Accountability Tool (CAAT)
SubRecipient Worksheet

g. Subrecipient Primary Place of Performance - Congressional District	2 digit code, ex: 01	01	select from list	String, max length: 2
h. Subrecipient Primary Place of Performance - State Senate District	2 digit code, ex: 01		select from list	String, max length: 2
i. Subrecipient Primary Place of Performance - State Assembly District	2 digit code, ex: 01		select from list	String, max length: 2
j. Subrecipient Compensation	2 digit code, ex: 01		select from list	String, max length: 2
Subrecipient Indication of Reporting Applicability	<p>Names and compensation of each of the most highly compensated officers of the subrecipient for the calendar year in which the award was awarded (A) 80% or more of its annual gross revenues in Federal awards (subgrants) loans grants (subgrants) and cooperative agreements and (B) \$25 million or more in annual gross revenues from all contracts (subgrants) loans grants (subgrants) and cooperative agreements and if a public does not have access to the public compensation of the senior executives through periodic reports to the IRS or SEC.</p> <p>For Grants and Loans: Total Compensation means the cash and non-cash dollar value earned by the officer during the past fiscal year.</p> <p>Complete only if yes, was selected for Subrecipient Indication of Reporting Applicability above. Name of the subrecipient highly compensated officer (if) in the preceding fiscal year received 80% or more in Federal awards and \$25 million or more in annual gross revenues from Federal awards and (2) public does not have access to info about the compensation of the senior executives of the entity.</p> <p>Complete only if yes, was selected for Subrecipient Indication of Reporting Applicability above. Compensation</p> <p>Complete only if yes, was selected for Subrecipient Indication of Reporting Applicability above.</p> <p>Complete only if yes, was selected for Subrecipient Indication of Reporting Applicability above. Same as Office Compensation</p> <p>Complete only if yes, was selected for Subrecipient Indication of Reporting Applicability above. Same as Office Compensation</p> <p>Complete only if yes, was selected for Subrecipient Indication of Reporting Applicability above. Same as Office Compensation</p> <p>Complete only if yes, was selected for Subrecipient Indication of Reporting Applicability above. Same as Office Compensation</p> <p>Complete only if yes, was selected for Subrecipient Indication of Reporting Applicability above. Same as Office Compensation</p> <p>Complete only if yes, was selected for Subrecipient Indication of Reporting Applicability above. Same as Office Compensation</p>			
Subrecipient Highly Compensated Names (1)		John Doe		String array, max length: 55
Subrecipient Highly Compensated Compensation (1)		1000000.01		Currency (dollar value numeric) max length: 18 characters with 2 characters after the decimal
Subrecipient Highly Compensated Names (2)		Same as Officer Name		Same as Officer Name
Subrecipient Highly Compensated Compensation (2)		Same as Office Compensation		Same as Office Compensation
Subrecipient Highly Compensated Names (3)		Same as Officer Name		Same as Officer Name
Subrecipient Highly Compensated Compensation (3)		Same as Office Compensation		Same as Office Compensation
Subrecipient Highly Compensated Names (4)		Same as Officer Name		Same as Officer Name
Subrecipient Highly Compensated Compensation (4)		Same as Office Compensation		Same as Office Compensation

California ARRA and Accountability Tool (CAAT)
SubRecipient Worksheet

Subrecipient Highly Compensated Names (5)	Complete only if "Yes" was selected for Subrecipient Indication of Reporting Applicability above. Same as Officer Name	Same as Officer Name	Same as Officer Name	Same as Officer Name
Subrecipient Highly Compensated Compensation (5)	Complete only if "Yes" was selected for Subrecipient Indication of Reporting Applicability above. Same as Officer Compensation	Same as Officer Compensation	Same as Officer Compensation	Same as Officer Compensation
Subrecipient Number of Jobs	Jobs created and retained: An estimate of the number of jobs created and jobs retained. At a minimum, this estimate shall include any new positions created and any new positions that were retained to support or carry out Recovery Act projects activities or federally awarded contracts managed directly by the subrecipient and vendors. For Grants and Loans, the number shall include the number of jobs created and retained by subrecipients and vendors. The number shall be expressed as full time equivalent (FTE) calculated cumulatively as all hours worked divided by the total number of hours in a full-time schedule as defined by the recipient or contractor.	100	The number of jobs may be calculated using the following methods: Option 1: ARRA funded hours are tracked and FTE is calculated using the following formula: Cumulative Recovery Act funded hours worked / 2080 = (cumulative hours in full time schedule). Option 2: ARRA funded hours are tracked and FTE is calculated using the same formula as option 1, but a different denominator is used. Option 3: a federal agency approved method that does not utilized the above formula.	Number - max length: 10
Subrecipient Description of Jobs Created	A narrative description of the employment impact of the Recovery Act funding work. This narrative is cumulative for each calendar quarter and at a minimum will address the impact on the recipient's or contractor's workforce. For grants and loans recipients shall also include the impact on the workforces of subrecipients and vendors. At a minimum provide a brief description of the types of jobs created and jobs retained. This description may rely on job classification categories of the recipient's existing practices for describing jobs as long as the terms used are widely understood and describe the general nature of the work. Alternative method for Grant and Loan Recipients: In those circumstances where the awarding federal agency has approved a statistical methodology to generate estimates of job impact, the recipient must provide a description of the methodology used.	Jobs created or retained include estimator, project engineer, equipment operator, dywall installer and concrete placement. Alternative methodology: The approved the following statistical sample methodology: the majority of funds were used to purchase 20 fuel efficient buses. The Bureau of Labor Statistics estimates that 22.5 FTE are needed to produce one fuel efficient bus. Therefore, the number of buses times the estimated FTE was used to estimate number of jobs.		String - max length: 4000

Complete SubRecipient and Vendors tabs				Description	Example	Comments	Field Type and Max Length
FBO/CFDA Number				Catalog of Federal Domestic Assistance number associated with the CFDA number listed above	66-009	This field applies to Grants and Loans Only. The CFDA number should be the same as the one found in OFDA.gov for Recovery	String - max length 6
Federal Program Title				The federal program title that is associated with the CFDA number listed above	Rural Water and Waste Disposal	The award number is case, space and special character sensitive. It is important that it is keyed in the same as it appears in the federal award document	String - max length 250
Award Number				The identifying number assigned by the awarding Federal Agency. Includes the federal grant number, federal contract number, federal loan number	Varies by Award and Fed. Agency		String - max length 50
Subrecipient Legal Name				The legal name of sub-recipient as registered in GCR or D&B	Wilson St. Health Clinic		String - max length 120
Subrecipient DUNS No.				The sub-recipient organization's 9-digit Data Universal Numbering System (DUNS) number	123456789	DUNS numbers that begin with a zero should be entered with an apostrophe before the number 012345678	String - max length 9
Sub award Number				Sub award Number (Other identifying number assigned by the Recipient Entity)	Sub award number provided by the Prime Recipient	Recipient is CA State Department	String - max length 55
Subrecipient Address				The Doing Business As (DBA) name of the recipient as registered in GCR or D&B	Northbay Health Clinics		String - max length 120
Subrecipient DBA Name				Sub's physical location as listed in the GCR	234 Main St		String - max length 55
Subrecipient Address 1				Sub's physical location as listed in the GCR	41200 Wilson St		String - max length 55
Subrecipient Address 2				Sub's physical location as listed in the GCR	123 Main St		String - max length 35
Subrecipient City				Sub's physical location as listed in the GCR	123 Main St		String - max length 2
Subrecipient State				Sub's physical location as listed in the GCR	CA		String - max length 2
Subrecipient Zip code + 4				Sub's physical location as listed in the GCR	958145678		String - max length 2
Subrecipient Country				Sub's physical location as listed in the GCR	US		String - max length 2
Subrecipient Congressional District				Based on physical address reported above	151		String - max length 2
Subrecipient Type				Type of Business such as: U.S. Government Entity (Local)	U.S. Government Entity (Local)	selected from list	missing format - String - max length 300
Amount of Subaward				Cumulative Amount of Subaward as of report date	200000.01		Currency (dollar value - numeric) max length 18 characters with 2 characters after the decimal
Total Amount of Sub awards Disbursed				For Grants and Loans Only: Amount of Sub award disbursed. The cumulative amount of cash disbursed to the sub-awardee for the reporting period end date	2700000.01		Currency (dollar value - numeric) max length 18 characters with 2 characters after the decimal
Subaward Date				The date the sub award was signed. Use MM/DD/YY as format	12/12/09	The date is found on the sub-award document	Date (MM/DD/YY) max length 8
Project Activity Location				Additional Project Location Address (as MM/DD/YY as format) - Additional Paper addresses tab below			
a. Subrecipient Primary Place of Performance - Street Address 1				geographical area where the majority of the project work is performed	P.O. Box 5432		String - max length 55
b. Subrecipient Primary Place of Performance - Street Address 2				geographical area where the majority of the project work is performed	123 Main St		String - max length 55
f. Subrecipient Primary Place of Performance - City				geographical area where the majority of the project work is performed	Rockville		String - max length 35
c. Subrecipient Primary Place of Performance - State				geographical area where the majority of the project work is performed	CA		String - max length 2
d. Subrecipient Primary Place of Performance - Country				geographical area where the majority of the project work is performed	US		String - max length 2
e. Subrecipient Primary Place of Performance - Zip + 4				geographical area where the majority of the project work is performed	22034502		String - max length 9

California ARRA and Accountability Tool (CAAT)
SubRecipient Worksheet

g. Subrecipient Primary Place of Performance - Congressional District	2 digit code, ex: 01	007	select from list	String, max length 2
h. Subrecipient Primary Place of Performance - State Senate District	2 digit code, ex: 01		select from list	String, max length 2
i. Subrecipient Primary Place of Performance - State Assembly District	2 digit code, ex: 01	155	select from list	String, max length 2
Officer/Compensation				
Subrecipient indication of Reporting Applicability	<p>Names and compensation of each of the most highly compensated officers for the subrecipient for the calendar year in which the award is awarded (A) 100% of more of its annual revenues from federal contracts (subcontracts), loans, grants, and cooperative agreements; and (B) \$25 million or more in annual gross revenues from federal contracts (subcontracts), loans, grants, (sub grants) and cooperative agreements; and (C) public does not have access to info about the compensation of the senior executives through periodic reports to the IRS on SF303.</p> <p>For Grants and Loans: Total Compensation means the cash and non-cash dollar value earned by the executive during the past fiscal year.</p> <p>Complete only if yes was selected for Subrecipient Indication of Reporting Applicability above. Compensation</p>	<p>This is a Yes or No field. If all the conditions in the definition apply, the subrecipient must report the highly compensated field.</p> <p>String, max length 3</p>		
Subrecipient Highly Compensated Names (1)	<p>Complete only if yes was selected for Subrecipient Indication of Reporting Applicability above. Name of the most highly compensated officer (1) in the preceding fiscal year. Compensation</p> <p>String array, max length 55</p>	<p>String array, max length 55</p>		
Subrecipient Highly Compensated Compensation (1)	<p>Complete only if yes was selected for Subrecipient Indication of Reporting Applicability above. Compensation</p> <p>Currency (dollar value, numeric), max length 18 characters with 2 characters after the decimal point</p>	<p>Same as Officer Name</p>		
Subrecipient Highly Compensated Names (2)	<p>Complete only if yes was selected for Subrecipient Indication of Reporting Applicability above. Name of the most highly compensated officer (2) in the preceding fiscal year. Compensation</p> <p>String array, max length 55</p>	<p>Same as Officer Name</p>		
Subrecipient Highly Compensated Compensation (2)	<p>Complete only if yes was selected for Subrecipient Indication of Reporting Applicability above. Compensation</p> <p>Currency (dollar value, numeric), max length 18 characters with 2 characters after the decimal point</p>	<p>Same as Officer Name</p>		
Subrecipient Highly Compensated Names (3)	<p>Complete only if yes was selected for Subrecipient Indication of Reporting Applicability above. Name of the most highly compensated officer (3) in the preceding fiscal year. Compensation</p> <p>String array, max length 55</p>	<p>Same as Officer Name</p>		
Subrecipient Highly Compensated Compensation (3)	<p>Complete only if yes was selected for Subrecipient Indication of Reporting Applicability above. Compensation</p> <p>Currency (dollar value, numeric), max length 18 characters with 2 characters after the decimal point</p>	<p>Same as Officer Name</p>		
Subrecipient Highly Compensated Names (4)	<p>Complete only if yes was selected for Subrecipient Indication of Reporting Applicability above. Name of the most highly compensated officer (4) in the preceding fiscal year. Compensation</p> <p>String array, max length 55</p>	<p>Same as Officer Name</p>		
Subrecipient Highly Compensated Compensation (4)	<p>Complete only if yes was selected for Subrecipient Indication of Reporting Applicability above. Compensation</p> <p>Currency (dollar value, numeric), max length 18 characters with 2 characters after the decimal point</p>	<p>Same as Officer Name</p>		

California ARRA and Accountability Tool (CAAT)
SubRecipient Worksheet

Subrecipient Highly Compensated Names (5)	Complete only if "Yes" was selected for Subrecipient Indication of Reporting Applicability above Same as Office Name	Same as Office Name	Same as Office Name	Same as Office Name
Subrecipient Highly Compensated Compensation (5)	Complete only if "Yes" was selected for Subrecipient Indication of Reporting Applicability above Same as Office Compensation	Same as Office Compensation	Same as Office Compensation	Same as Office Compensation
Subrecipient Number of Jobs	Complete only if "Yes" was selected for Subrecipient Indication of Reporting Applicability above Same as Office Compensation	Same as Office Compensation	Same as Office Compensation	Same as Office Compensation
Subrecipient Description of Jobs Created	Complete only if "Yes" was selected for Subrecipient Indication of Reporting Applicability above Same as Office Compensation	Same as Office Compensation	Same as Office Compensation	Same as Office Compensation

California ARRA and Accountability Tool (CAAT),
SubRecipient Vendors Worksheet

	Award Number (Federal)	Award Number (assigned by Sub Recipient)	Vendor DUNS Number	Vendor Name	Vendor HQ Zip Code + 4	Product and Service Description	Payment Amount (optional)
Header	6	94	95	97	96	98	99
Please provide either the DUNS Number or the Name AND Zipcode for each Vendor							
1	09C-1830	CAP-08-013	106788354	Ace & Sons Constrt., Inc.	925071627	WX	
2	09C-1830	CAP-08-012	832312123	James D. Restoration&Constr	925073455	WX	
3	09C-1830	CAP-08-014	188817154	The Vasquez Group	906063402	WX	
4	09C-1830	CAP-09-019	832315969	David Starrett Constrt	925914645	WX	
5	09C-1830	CAP-09-024	012392658	David Hopkins Painting	923243623	WX	
6	09C-1830	CAP-09-016	016440910	B.A.B. Constrt	922641531	WX	
7	09C-1830	CAP-09-026	829160048	Synergy Companies	925713169	WX	
8	09C-1830	CAP-09-027	017951143	Energy Services Ptnrship Inc.	925011229	WX	
9	09C-1830	CAP-09-058	847312050	Hawaii Blue Constrt, Inc.	924042829	WX	
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California ARRA and Accountability Tool (CAAT)
SubRecipient Additional PoP Addresses Worksheet

Reference	Street Address 1	Street Address 2	City	State	Zip Code	Country	Congressional District	State Senate District	State Assembly District
1	Ace & Sons Constrt., Inc.	1710 Palmyrita Dr. Suite 5	Riverside	CA	925071627	US	44	31	64
2	James D. Restoration&Constrt	1420 3rd St., Suite 3	Riverside	CA	925073455	US	44	31	64
3	The Vasquez Group	8644 Norwalk Blvd.	Whittier	CA	906063402	US	38	30	56
4	David Starrett Constrt	27636 Ynez Rd. L-7 #177	Temecula	CA	925914645	US	49	36	66
5	David Hopkins Painting	269 Litton Avenue	Colton	CA	923243623	US	43	32	63
6	B.A.B. Constrt	4565 E. Camino Parocela	Palm Springs	CA	922641531	US	45	40	80
7	Synergy Companies	90 Business Park Drive	Perris	CA	925713169	US	44	37	65
8	Energy Services Ptnrshp Inc.	455 W LaCadena Dr. #20	Riverside	CA	925011229	US	44	31	66
9	Hawaii Blue Constrt, Inc.	5332 Chiquita Lane	San Bernardino	CA	924042829	US	41	32	63
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